

INDOCTRINATION AND APPOINTMENT FOR MAIL CLERKS and MAIL ORDERLIES

Read the following and sign your name to signify you understand.

1. Mail Clerks shall prepare and deliver mail for all areas of the command. Mail Orderlies shall assist Mail Clerks as needed. Mail Clerks and Orderlies shall be issued DD Form 285s to be carried while in the performance of their duties. When delivering mail, Clerks/Orderlies shall not stop in other areas when carrying mail, nor shall they deliver mail to any location other than that designated by the recipient. A signature shall be obtained from the recipient of the mail for each area.

2. Undelivered mail must be adequately safeguarded until delivery can be made. Pickup from Post Office and delivery to the Post Office shall be done only in a government vehicle while on official government business.

3. If addressee is TAD, on Leave, in Unauthorized Absence status, a Deserter, Deceased, Transferred, Discharged, Unknown: Recipient needs to Paper Clip or Stick a Note to the mail indicating what is known concerning addressee
If Mail is opened by mistake, the person who opened it should immediately reseal it and endorse the back of the envelope: "Opened by Mistake," date, signature, rank, and organization and return it to Mail Clerk for delivery.

4. The secrecy of the mails is inviolable. Tampering with or depredations against mail matter are offenses against the U.S. and are punishable by law. Mail is considered to be in the U.S. Postal Service from the time it is given to the Mail Room/Post Office until it is given to the addressee or representative. Mail Clerks/Orderlies shall not break or permit to be broken the seal of any first class matter while in the U.S. Postal Service. 2nd, 3rd, or 4th class mail believed to be unmailable may be opened by the Official Mail Manager/Assistant in the presence of a witness.

5. Theft or receipt of stolen mail matter:

- Whoever steals, takes, or obtains (by fraud) any letter, post card, package or bag or mail from or out of any mail, post office or other mail depository, such as the Mail Room and mail collection box, or opens or destroys such mail or who removes from such mail anything contained therein shall be fined not more than \$2000.00 or imprisoned not more than 5 years, or both. Any person buying, receiving, knowing same to have been stolen, shall also be fined or imprisoned (Act of 25 June 1948, Title 18, U.S. Code 1702,1703).
- Whoever deposits in any post office or other mail depository any letter or package or other mail matter containing obscene or indecent pictures, writings, or publications, shall be fined not more than \$5000.00 or imprisoned not more than 5 years, or both (Act of 25 June 1948, Title 18, U.S. Code 1461).
- Whoever unlawfully or willfully removes from any mail, any stamps attached thereto, shall be fined not more than \$500.00 or imprisoned not more than 1 year, or both (Act of 25 June 1948, Title 18, U.S. Code 1720).
- Whoever tears, cuts, or otherwise injures any mailbag, pouch, or other things used or designed for use in conveyance of the mail, or draws or breaks any staple or loses any part of any lock, chain, or strap attached thereto with intent to rob or steal any such mail or render the same insecure, shall be fined not more than \$1000.00 or imprisoned not more than 3 years, or both (Act of 25 June 1948, Title 18, U.S. Code 1706).

6. Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts, or assists the offender in order to hinder or prevent their apprehension, trial, or punishment, is an accessory after the fact. Except as otherwise expressly provided by the act of Congress, an accessory after the fact shall be imprisoned not more than one-half of the maximum term of imprisonment or fined not more than one-half of the maximum fined prescribed for the punishment of the principal or both; or if the principal is punishable by death, the accessory shall be imprisoned not more than 10 years (Act of 25 June 1948, Title 18, U.S. Code, Supp V-3).

7. Excerpts from the Manual of Court Martial U.S. 1969 and Executive Order 11476 of 19Jun69*:

Article 134: Mail matter in the custody of the U.S. Postal Service or in the custody of any other agency (meaning Mail Clerks and Mail Orderlies), or not yet delivered or received; taking, opening, abstracting, secreting, destroying, stealing, or obstructing: Punishment is Dishonorable Discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed 5 years. Depositing or causing to be deposited obscene or indecent matter in the U.S. Mail: Punishment is Dishonorable Discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed 5 years. *NOTE: Persons not subject to trial by Court Martial under the provisions of the Uniformed Code of Military Justice are subject to trial in Federal Court for violations and offenses against the U.S. Mail under the provisions of Act of 25 June 1948, Title 18, U.S. Code V-3.

I, _____
(Name) (Rate) (Department)

have read the above information and understand my duties as Mail Clerk/Orderly for Naval Health Clinic, Charleston.

Signature of Mail Clerk or Orderly: _____ Date _____

As the immediate supervisor of this member/employee, I certify that, to the best of my knowledge, they have not been convicted of any crime involving theft or moral turpitude nor have they been disciplined for any action reflecting unfavorably upon their integrity. Furthermore, if this member/employee has a history of psychiatric disorder, alcoholism, or drug abuse, they are currently in good health with medical evidence of good health.

Signature of Immediate Supervisor _____ Date _____

Date of ENTNAC/NAC/NACI/BI _____

Signature of Official Mail Manager _____ Date _____

Date of Revocation _____